

**AGENDA**  
**REGULAR MONTHLY CONFERENCE CALL MEETING OF THE**  
**BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL FIVE**  
**May 17, 2023**  
**Meeting begins at 9:00 a.m.**  
**Building 5, Conference Room B / Zoom Video and Conference**

**TO ATTEND:** The Shareholder will be provided with instructions on how to access the call via telephone upon the Shareholder contacting Mutual Administration and requesting the call-in information. Please submit your information, including your name, Unit number, and telephone number, via e-mail at [mutualsecretaries@lwsb.com](mailto:mutualsecretaries@lwsb.com), by no later than 3:00 p.m., the business day before the date of the meeting.

**TO PROVIDE COMMENTS DURING MEETING:** In order to make a comment during the open Shareholder forum, the Shareholder must (i) notify their parcel director of their intent to speak during Shareholder open forum, or (ii) submit their information, including their name, Unit number, and telephone number, via e-mail at [mutualsecretaries@lwsb.com](mailto:mutualsecretaries@lwsb.com), by no later than 3:00 p.m., the business day before the date of the meeting.

1. CALL TO ORDER/ PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. SHAREHOLDERS' COMMENTS (limited to 2-3 minutes per shareholder)
4. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUEST(S):
  - Mr. Thompson, GRF Representative
  - Ms. Hall, Sr. Director of Member Services
  - Ms. Schultze, Mutual Accountant
  - Mr. Meza, Building Inspector
  - Ms. Barua, Sr. Portfolio Specialist
  - Ms. Equite, Assistant Portfolio Specialist
5. GUEST SPEAKER Ms. Hall and Ms. Schultze
  - a. Discuss and vote to accept the 2022 drafted audited Financial Statements (p.3)
6. APPROVAL OF MINUTES:
  - a. **Regular Meeting Minutes of April 19, 2023.**
7. **GRF REPRESENTATIVE** Mr. Thompson
8. **BUILDING INSPECTOR'S REPORT** Mr. Meza
  - a. Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (pp.4-6)
  - b. Discuss and vote to approve patio proposal for Unit 05-118-F(pp.7-9)
  - c. Discuss and vote to approve patio proposal for Unit 05-121-B(pp.10-11)

9. **UNFINISHED BUSINESS**

- a. No Unfinished Business

10. **NEW BUSINESS**

- a. Approval of Monthly Finances (p.12)

**STAFF BREAK BY 11:00 A.M.**

11. SECRETARY / CORRESPONDENCE Ms. Gardner

12. CHIEF FINANCIAL OFFICER'S REPORT Mr. Cude

13. PRESIDENT'S REPORT Ms. DeRungs

14. PORTFOLIO SPECIALIST REPORT Ms. Barua

15. ANNOUNCEMENTS

a. **June Monthly Meeting cancelled due to Annual Election Meeting**

b. **ANNUAL MEETING:** Tuesday, June 13, 2023, at 10:00 a.m., Clubhouse 4 and Zoom Video/Conference Call.

c. **NEXT REGULAR MEETING:** Wednesday, July 21, 2023, at 9:00 a.m., Building 5, Conference Rm B and Zoom Video/Conference Call.

16. COMMITTEE REPORTS

17. DIRECTORS' COMMENTS

18. ADJOURNMENT

19. EXECUTIVE SESSION

**STAFF WILL LEAVE THE MEETING BY 12 PM**

# *Mutual Corporation No. Five*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO ACCEPT THE 2022 DRAFTED AUDITED FINANCIAL STATEMENTS (GUEST SPEAKER, ITEM A)  
**DATE:** MAY 17, 2023  
**CC:** MUTUAL FILE

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I move to accept that the Board of Directors of Seal Beach Mutual One, upon a presentation of the Financial Statements as of December 31, 2022, for the year then ended, and the proposed Accountant's Report as submitted by CliftonLarsonAllen (CLA), hereby accepts the above-mentioned Financial Statements and reports therein, and authorize the President to sign the Management Representation Letter.

## INSPECTOR MONTHLY MUTUAL REPORT

<b>MUTUAL: (05) FIVE</b>		<b>INSPECTOR: Mike Meza</b>
<b>MUTUAL BOARD MEETING DATE:</b>	<b>April, 2023</b>	

### PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	Improvement Values	RECENT INSPECTION	CONTRACTOR
100-A	KITCHEN REMODEL	BOTH	06/10/23	04/30/23	\$35,500	PLUMB, FRAM, ELEC, 03/27	BA CONSTRUCTINO
95-G	UNIT REMODEL	BOTH	11/20/22	03/15/23	\$138,700	FRAM, ELEC 01/26/23	JC KRESS
70-F	ELECTRICAL WORK	BOTH	11/01/22	01/30/23	\$750	FINAL 01/26/23	CJ CONSTRUCTION
118-F	ROOM ADDITION	BOTH	11/10/23	04/30/23	\$88,000		MP CONSTRUCTION
98-C	COUNTERS/ WASH/DRYER	BOTH	11/12/22	03/30/23	\$20,000	FINAL 02/23/23	MP CONSTRUCTION
113-A	COUNTERTOP KIT	BOTH	11/14/22	12/10/22	\$9,350	WAITING ON CONTRACTOR	M&M SKYLIGHTS
106-E	FLOORING	GRF	12/28/23	02/28/23	\$4,600	FINAL 02/27/23	B&B CARPET
97-C	SLIDING DOOR	BOTH	12/31/23	02/28/23	\$7,800	LATHE/FLASH 02/06/23	VICKERS CONSTRUCTION
121-B	UNIT REMODEL	BOTH	01/01/23	07/30/23	\$65,000	Framing, electrical, 04/12/23	MP CONSTRUCTION
105-C	WINDSCREEN PATIO	GRF	01/03/23	01/15/23	\$1,540	FINAL 01/11/2023	CUSTOM GLASS
93-L	ELECTRICAL OUTLETS	BOTH	01/05/23	04/30/23	\$2,000		JULIAN AGUILAR ELECTRIC
72-J	FLOORING	GRF	01/15/23	02/28/23	\$4,625	FINAL 02/07/23	KARYS CARPET
102-K	PORCH FLOORING	GRF	01/16/23	02/16/23	\$1,188	FINAL 02/10/23	CORNERSTONE FLOORS
115-F	LOWER STORAGE CABINET	GRF	01/20/23	02/26/23	\$1,100	FINAL 02/25/23	VICKERS CONSTRUCTION
115-F	ELECTRICAL OUTLETS	BOTH	01/26/23	03/01/23	\$1,450	FINAL 02/10/23	VICKERS CONSTRUCTION
116-K	LOWER STORAGE CABINET	GRF	01/30/23	03/01/23	\$950	FINAL 02/10/23	VICKERS CONSTRUCTION
98-D	ROOM ADDITION	BOTH	02/01/23	07/30/23	\$28,000		MP CONSTRUCTION
113-D	HEAT PUMP	BOTH	02/13/23	05/13/23	\$7,835	FINAL 03/22/23	GREENWOOD
116-A	SHOWER REMODEL	BOTH	01/30/23	05/18/23	\$23,450	FINAL 04/12/23	LOS AL BUILDERS
112-C	UNIT ABATEMENT	GRF	02/07/23	02/09/23	\$3,200	FINAL 02/09/23	UNIVERSAL ABATEMENT
112-C	UNIT REMODEL	BOTH	01/03/23	04/07/23	\$121,800	PLUMB, FOOTING 04/12/23	BA CONSTRUCTION
115-B	CARPORT CABINET	GRF	02/13/23	03/18/23	\$950	FINAL 03/15/23	VICKERS CONSTRUCTION
121-B	UNIT REMODEL	BOTH				INSULATION 04/14/23	MP CONSTRUCTION
118-F	UNIT REMODEL	BOTH	11/10/23	04/30/23	\$88,000	Dry wall 04/01/23	MP CONSTRUCTION
123-D	COUNTERTOPS	BOTH	03/01/23	06/30/23	\$6,800	FINAL 03/27/23	MP CONSTRUCTION
121-K	LOWER STORAGE CABINET	GRF	03/16/23	04/15/23	\$950	FINAL 03/27/2023	VICKERS CONSTRUCTION
115-J	LOWER STORAGE CABINET	GRF	03/18/23	04/18/23	\$1,100		VICKERS CONSTRUCTION
113-J	UNIT REMODEL					FRAM, ELEC 04/18/23	OGAN CONSTRUCTION
69-J	SHOWER CUT DOWN	BOTH	03/28/23	04/28/23	\$4,535		NUKOTE
115-J	WINDOWS	BOTH	03/30/23	04/30/23	\$3,280	FINAL 04/05/23	VICKERS CONSTRUCTION
115-I	WINDOWS	BOTH	03/31/23	04/30/23	\$4,920		VICKERS CONSTRUCTION
111-E	ELECTRICAL OUTLET	BOTH	04/07/23	04/28/23	\$450		OGAN CONSTRUCTION
94-G	SKYLIGHT FLARE/SLIDER	BOTH	04/10/23	07/20/23	\$30,235		LOS AL BUILDERS
126-K	FLOORING	GRF	04/10/23	05/30/23	\$5,570		KARYS CARPET
120-E	SHOWER CUT DOWN	BOTH	04/13/23	05/13/23	\$2,815		NUKOTE
118-K	PORCH TILE	GRF	04/15/23	05/30/23	\$3,000		KARYS CARPET
115-F	PORCH GATE	GRF	04/17/23	05/10/23	\$690		VICKERS CONSTRUCTION
103-K	SHOWER CUT DOWN	BOTH	04/25/23	05/25/23	\$4,535		NUKOTE
125-E	FLOORING	GRF	04/30/23	05/30/23	\$4,500		KARYS CARPET
121-D	LOWER STORAGE CABINET	GRF	05/08/23	06/30/23	\$1,750		BERGKVIST

### ESCROW ACTIVITY

Unit #	NMI	PLI	NBO	FI	FCOEI	ROF	ACTIVE, CLOSING, CLOSED
							12      4      2
71-L		03/24/22					
95-K		03/29/23					
97-G		03/14/23					
101-B		06/21/22					
101-L		02/21/23					
104-F		01/27/23					
105-I		12/13/22	04/11/2023	04/11/23			
115-F		10/13/22	01/10/23	01/11/23	1/26/2023	03/01/2023	

## INSPECTOR MONTHLY MUTUAL REPORT

<b>MUTUAL: (05) FIVE</b>		<b>INSPECTOR: Mike Meza</b>					
<b>MUTUAL BOARD MEETING DATE:</b>		<b>April, 2023</b>					
116-E		12/06/22					
120-J		03/17/23					
122-A		03/29/23					
122-L		11/17/22					
122-E		10/21/22	01/03/23	01/03/23	01/17/23	03/01/2023	
123-D		04/014/23					
124-J		11/17/22	03/09/23	03/14/23	03/28/23		
124-L		02/24/23					
126-G		03/24/23	04/10/23	04/10/23			
126-K		03/10/23	03/23/23	03/24/23	04/07/23		

SHADED AREAS HAVE BEEN SIGNED OFF

FI = Final Inspection    FCOEI = Final COE Inspection    ROF = Release of Funds

### CONTRACTS

CONTRACTOR	PROJECT
J&J LANDSCAPE                      AUGUST 8th 2025	Landscaping & Irrigation
EMPIRE PIPE                              DECEMBER 31st 2022	Annual inspection
FENN    MAY 31st 2023	Pest and rodent control services BIDS received
ROOFING STANDARDS	Buildings 70, 100, 101, 113, 120 Completed
ROOFING STANDARDS                      2023	Buildings 96, 97, 107, 112, 123, 125 Contract being drafted.

### SPECIAL PROJECTS

Contractor	Discription of Work

### SHAREHOLDER AND MUTUAL REQUEST

93-B Pass out notice	Inspect mutual sidewalks
93-A Pass out notice	
126-K Meet with contractor regarding escrow repairs	
90-G Inspect entry sidewalk	
120-K Roofing issues	

# INSPECTOR MONTHLY MUTUAL REPORT

**MUTUAL:** (05) FIVE **INSPECTOR:** Mike Meza

**MUTUAL BOARD MEETING DATE:** April, 2023

120-D	Skylight issues from roofing	
121-J	Open door for JC Kress roofing project	
121-E	Termite at entry way door	
107-E	Service Maintenance question	
94-J	Permission to clean skylights	
103-G	Window leaking	
121-L	Have car moved for carport concrete replacement	
121-K	Sidewalk and garden flooding	
107-E	Rodent activity	
113-A	TV cables hanging	
125-L	Inspect attic for rodent activity	
123-E	Inspect for dry rot	
115-B	Leak at toilet	
113-D	Leak under bathroom sink	
117-H	Inspect for leak	

# *Mutual Corporation No. Five*

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## MEMO

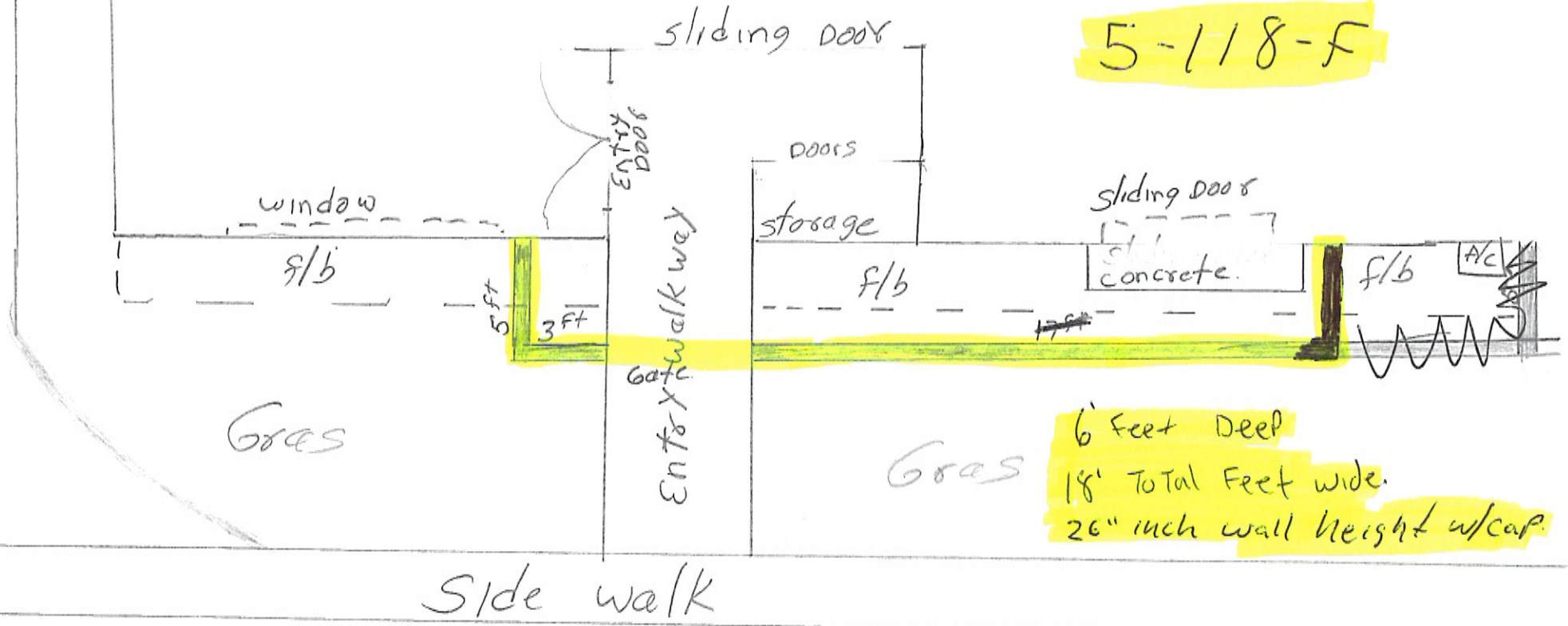
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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE PATIO PROPOSAL FOR UNIT 05-118F  
(BUILDING INSPECTOR, ITEM B)  
**DATE:** MAY 17, 2023  
**CC:** MUTUAL FILE

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I move to approve the patio proposal for Unit 05-118F. Work to be done at the shareholder's expense.

5-118-F



Build a patio with cement blocks <sup>26</sup>/~~25~~" wall, cover with stock stone on the outside. stucco finish on the inside, smooth cover, and 24" tempered glass on top. floor tile.

Similar of the attached pictures





# *Mutual Corporation No. Five*

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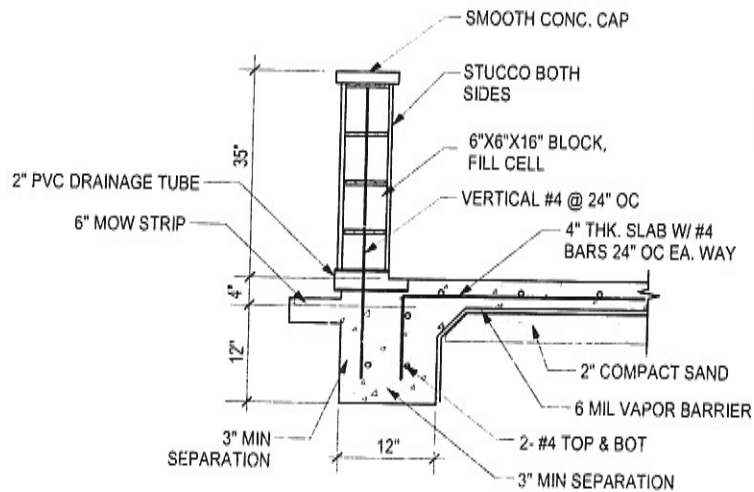
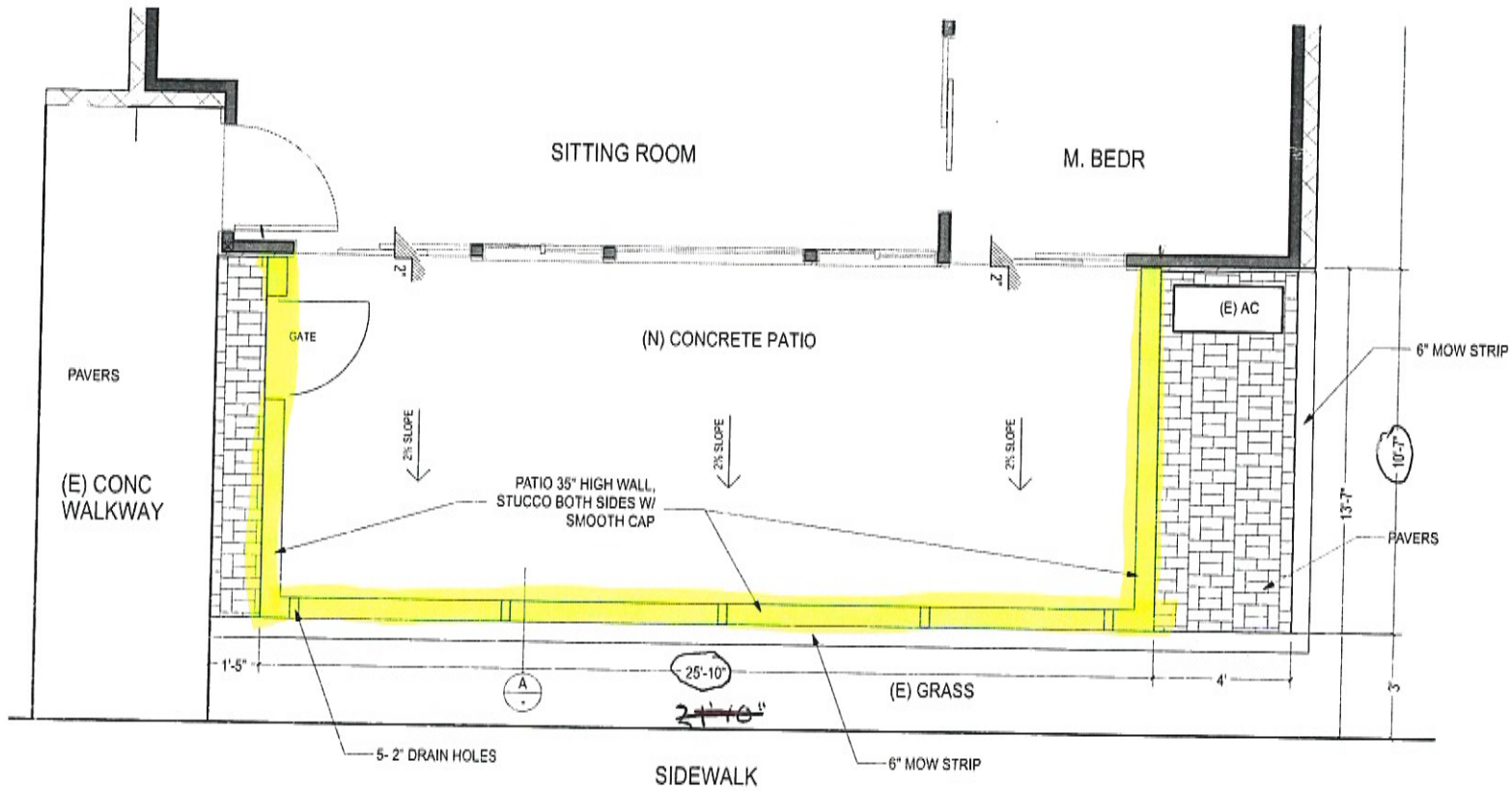
## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE PATIO PROPOSAL FOR UNIT 05-121-B  
(BUILDING INSPECTOR, ITEM C)  
**DATE:** MAY 17, 2023  
**CC:** MUTUAL FILE

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I move to approve the patio proposal for Unit 05-121- B. Work to be done at the shareholder's expense.



DETAIL A

10'6" D x 26' wide

26" wall height w/cap

stucco finish

**PATIO REMODEL PLAN**

CECILIA ABRAMS  
 13500 WENTWORTH LANE  
 UNIT 121-B M5

# *Mutual Corporation No. Five*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** APPROVAL OF MUTUAL MONTHLY FINANCES (NEW BUSINESS, ITEM A)  
**DATE:** MAY 17, 2023  
**CC:** MUTUAL FILE

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I move to acknowledge, per the requirements of the Civil Code Section 5500(a)-(f), a review of the reconciliations of the operating and reserve accounts, operating revenues and expenses compared to the current year's budget, statements prepared by the financial institutions where the Mutual has its operating and reserve accounts, an income and expense statement for the Mutual's operating and reserve accounts, the check registers, monthly general ledger and delinquent assessment receivable reports for the month of April 2023.